



DENVER FEDERAL EXECUTIVE BOARD

DENVER FEDERAL CENTER ♦ BLDG 810 ♦ ROOM 5014

PO Box 25567 ♦ DENVER CO 80225

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WWW.DENVER.FEB.GOV

You are Invited to Attend the

FEDERAL WOMEN'S PROGRAM

2009 PROFESSIONAL DEVELOPMENT SEMINAR

Thursday, May 21, 2009 ♦ 7:00 AM – 4:00 PM

Qwest Learning & Conference Center ♦ 3898 South Teller Street ♦ Lakewood CO 80235

WHO SHOULD ATTEND

Everyone interested in expanding their knowledge about leadership skills, communication techniques, and learning new strategies for dealing with everyday workplace issues

FIVE OUTSTANDING WORKSHOPS

Speak Strong, Smart, and Sweet: How to Use the Three Sources of Power to Master Tough Conversations (Speaker: Meryl Runion, SpeakStrong Inc.)

Innovation in Public Management (Speaker: Professor Allan Wallis, UC-Denver School of Public Affairs)

Increasing Your Personal Effectiveness (Speaker: Suzanne Updegraff, Employee Development Systems Inc.)

Mind the Gap-Talent Management for the 21st Century

(Panelists: Robin Wise, President/CEO Rocky Mtn. Jr. Achievement; Jacque Rast, President/Group Chief Executive CH2MHill; Sharon Linhart, President Linhart Public Relations; Charles Hutton, VP Customer Care Cricket Communications)

Tips from the Top: Managing Your Manager

(Panelists: Bud Paulson, Director OPM Western Management Development Center; Darlene Barnes, Regional Administrator USDA FNS; Mark Brazwell, Director Finance/Administration Tech. Services City of Denver; Robin Wise, President/CEO Rocky Mtn. Jr. Achievement)

EXCITING ACTIVITIES

Unsung Hero Awards Presentation

Erin Presley-Froemke, Winner of the "Funniest Fed" Contest

Networking (*bring business cards*), Exhibits, Vendors, Door Prizes, & Great Food

REGISTRATION DEADLINE ♦ MAY 13, 2009

Complete the attached Registration Form and return it with your payment by May 13, 2009 (seating is limited)

For More Information Contact

Irene Wise ♦ irene.wise@fns.usda.gov ♦ 303 844 0379

Debbie McGinnis ♦ dmcginnis@osmre.gov ♦ 303 293 5073



REGISTRATION FORM
FEDERAL Women's Program ♦ PROFESSIONAL DEVELOPMENT SEMINAR

May 21, 2009 ♦ 7:00 AM – 4:00 PM

Qwest Learning & Conference Center ♦ 3898 S Teller ♦ Lakewood, CO 80235

ADDITIONAL ATTENDEES: Please have each person from your organization complete this section and send all completed forms with your payment.

NAME _____ WORK PHONE _____
ORGANIZATION _____ CELL PHONE _____
TITLE _____ EMAIL _____
ADDRESS _____ EMERGENCY CONTACT NAME _____
CITY/STATE/ZIP _____ EMERGENCY CONTACT PHONE _____
SPECIAL MEAL REQUESTS: N/A for this event. Attendees will select from a variety of meat and vegetarian choices at the Qwest Café.
SPECIAL NEEDS REQUEST: WHEELCHAIR HEARING OTHER: _____

REGISTRATION DEADLINE MAY 13, 2009

REGISTRATION POLICIES & INFORMATION

- ♦ Register by Mail, Fax or Email
- ♦ Payment must accompany registration
- ♦ Payment may be made by credit card or check
- ♦ Email address is required for confirmation receipts
- ♦ Program accurate at time of printing and is subject to change

CANCELLATIONS & REFUNDS

- ♦ Registration fees will be refunded, less a \$25 processing fee, if the cancellation request is received in writing (Mail, Fax or Email) by 5:00 PM on April 30, 2009. No refunds will be given after April 30, 2009.

INDIVIDUAL REGISTRATION INCLUDES

- ♦ Breakfast, Lunch and Refreshments for One attendee
- ♦ All workshops and participant materials
- ♦ Certificate of attendance
- ♦ Registration, Breakfast & Exhibits open at 7:00 AM

SPECIAL TEN FOR NINE PACKAGE**

- ♦ Send ten people from your organization for the price of nine - **Registration Deadline, 5:00 PM, April 27, 2009**

EXHIBITOR REGISTRATION INCLUDES

- ♦ Breakfast, Lunch and Refreshments for One attendee
- ♦ One 6' Table/skirting – Table top displays only, nothing on walls
- ♦ Name in program

SPONSOR REGISTRATION INCLUDES

- ♦ Breakfast, Lunch and Refreshments for Two attendees
- ♦ One 6' Table/skirting – Table top displays only, nothing on walls
- ♦ One Banner in General Session room (Hotel will hang banner)
- ♦ B&W logo in program (provide in .jpg format)

EXHIBIT SET UP INSTRUCTIONS

Set Up 6:00 AM – 7:00 AM
Exhibits Open 7:00 AM – 3:00 PM

FEES & PAYMENT INFORMATION

TOTAL

Individual \$125.00/person \$ _____
Special Ten for Nine \$1,125.00 \$ _____
****DEADLINE April 27, 2009****
Exhibitor Fee \$200.00 \$ _____
Sponsor Fee \$1,000.00 \$ _____

TOTAL PAYMENT ENCLOSED \$ _____

METHOD OF PAYMENT

CHECK ENCLOSED (payable to DFEB)

CREDIT CARD VISA MC

CARD # _____

EXP DATE _____ CVV CODE _____

NAME ON CARD _____

SIGNATURE _____

CREDIT CARD BILLING ADDRESS SAME AS ABOVE

CITY/STATE/ZIP _____

MAIL, FAX OR EMAIL REGISTRATION FORM(S) & PAYMENT TO:

DFEB Fax 303 202 4583
PO Box 25567 Email gpage@denver.feb.gov
Denver, CO 80225

FOR MORE INFORMATION CONTACT

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Debbie McGinnis 303 293 5073 dmcginnis@osmre.gov

DFEB EIN 84-0927682